

forwarded along with the HP-344 to the Use of Force Review Board Liaison via e-mail.

Review by Board (CALEA 1.3.7; 1.3.13)

- All Use of Force/Assault Reports (HP-344) and the accompanying video(s) will be reviewed and analyzed monthly by the Use of Force Review Board. The Board may request, through the chain-of-command, additional information and clarification on any HP-344.
- The Director of the Professional Standards shall appoint Board members for three (3) years from the following sections, with one member holding the rank of Captain and serving as the chairperson:
 - Field Operations – One member
 - Internal Affairs – One member
 - Training Academy – A member of the Defensive Tactics Unit (Use of Force Board Liaison)
 - Troop Operations – One Commissioned Officer and one First Sergeant
 - District Operations – Two enforcement members
 - Legal Section – One staff attorney
- The Use of Force Review Board shall submit a summary report of reviewed HP-344(s), which will reflect actions taken and any recommendations to the Commander's Office.
- If a video of the incident is made, a copy of the video shall be routed through the courier with appropriate labeling, along with the HP-344, to the Use of Force Board Liaison.
- If a member is involved in three or more Use of Force/Assault incidents in a quarter, or six or more within a consecutive twelve (12) month period, the Chairman of the Use of Force Review Board or his/her designee will obtain this information and assign it to the Review Board member from Internal Affairs who will review the reports and the member's Internal Affairs file to determine if a pattern of improper behavior is apparent. **(CALEA 35.1.9)**